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MontCAS Montana Comprehensive Assessment System January 2007 Newsletter

Spring 2007 MontCAS Testing Windows

January 22-March 2, 2007	NAEP, Grades 4 and 8, Reading and Math
February 12 – March 28, 2007	CRT-Alternate, Grades 3-8 and 10, Reading and Math (It is recommended that the first week of this window be used for training, becoming familiar with the materials, and organizing the testing.)
March 5 – March 28, 2007	CRT, Grades 3-8 and 10, Reading and Math and Science Field Test in Grades 4, 8, and 10
March 22 – April 12, 2007	NRT and NRT-Alternate Assessment Scales, Grades 4, 8, and 11, Language Arts, Reading, Math, Social Studies, and Science

The Assessment ToolKit



Registration is now open for OPI's statewide assessment conference on April 23 and 24, 2007. More information about the conference can be found at

<http://www.opi.mt.gov/assessconf/>

The conference is intended to provide a broad base of assessment and data information for test coordinators, curriculum directors, teachers, preservice teachers, staff responsible for student

information systems and information related to student achievement, and department/grade-level chairs.

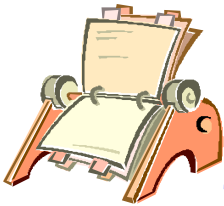
Two keynote speakers will highlight the conference. Attorney Steve Winnick is a nationally-recognized expert in educational policy including education privacy issues. Kati Haycock, the director of the Education Trust, is a national leader in student achievement issues. More information on the keynote speakers is linked to the assessment website.

<http://www.opi.mt.gov/assessconf/keynote.html>

The conference program committee encourages Montana educators to submit session proposals by February 15, 2007. The Call for Proposals is online

http://www.opi.mt.gov/PDF/Assessment/conf/Call_for_speakers.pdf

And, as in 2006, sixty education majors from colleges and universities in Montana may have their registration fee waived by registering online. Please encourage students who are currently student teaching or interning in your schools to take advantage of this opportunity. Regular registration and student registration are online at <https://rn02.msu.montana.edu/opi/>



Testing Contractor Contact Information

MontCAS, Phase 1, the Iowa Tests—Riverside Publishing Company

Meredith Durgin, Montana Program Manager

meredith_durgin@hmco.com or 800-767-8420 x6094

Tasha Henderson, Program Coordinator

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Carol Taylor Cann, Montana Assessment Consultant

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MontCAS, Phase 2, the CRT and the CRT-Alternate—Measured Progress, Inc.

Sharon Houle, Montana CRT Program Manager

shoule@measuredprogress.org or 800-431-8901 x2186

Nancy Hall, Montana CRT Program Assistant

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Jake Goldsmith, Montana CRT-Alternate Program Manager

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Niki Carr, Montana CRT-Alternate Program Assistant

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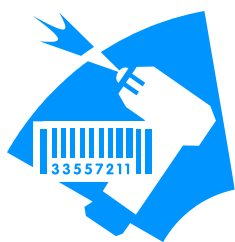
MontCAS, the English Language Proficiency (ELP)—TASA, Inc.

Pamela Demarest, Program Manager

pdemarest@tasa.com or 845-854-9696

MontCAS Phase 1

Barcode Labels for the NRT



Barcode labels for the NRT are **not** part of the OPI contract with Riverside Publishing Company. If you have questions regarding barcode labels for the NRT, please contact

Carol Taylor Cann, Montana Assessment Consultant

carol_taylor_cann@hmco.com or 800-767-8420 x7113



Iowa Tests Schedule for Spring 2007 Testing

Date	Materials
February 3, 2007	<p>Pretest materials kit will be sent UPS by Riverside Publishing to system test coordinators. The shipment will include:</p> <ul style="list-style-type: none"> • 2007 Test Coordinators Guide • Training CD with two PowerPoint versions <ul style="list-style-type: none"> ○ Version 1: Color with audio and notes ○ Version 2: Black and white with notes—no audio • <i>2007 OPI Guidelines and Procedures for Test Security</i> • FAXME form for ordering additional materials • Paper bands • On-Grade Order for Scoring Services (OSS) • Off-Grade OSS • Customized Building ID Sheets • Class ID sheets • Supplementary Building Sheet • Return Instructions and labels • Score Report Verification Letter and Form
February 23-28, 2007	<p>Testing materials will be shipped UPS by Riverside Publishing Company to system test coordinators. Contents include:</p> <p>Grade 4: practice tests, practice test directions and answer documents</p> <p>Grade 8: Answer documents</p> <p>Grade 11: Answer documents</p> <p>All grades: Grade ID sheets, Building ID Sheets, Test Coordinators Manual</p>
April 13, 2007	Deadline for returning materials to Riverside
April 4 – May 9, 2007	<p>Systems will receive Stage 1 reports. This shipment includes all the reports except Group Customized Skills Report, by system. These cannot be reported until all systems have been scored and reported. Systems will receive these in June.</p>
May 9 – 15, 2007	Report review period. Contact Riverside or OPI regarding discrepancies on your reports.



MontCAS Phase 2

Spring 2007 CRT-Alternate and CRT Test Materials Schedule

Date	Test	Materials
Week of February 5, 2007	CRT-Alternate	<p>System test coordinators will receive pretest materials from Measured Progress. The shipment will include</p> <ul style="list-style-type: none"> • The black accordion file materials kits • Training CD <p>The following materials will be posted online:</p> <ul style="list-style-type: none"> • <i>2007 CRT-Alt Test Administrator Manual</i>. • CRT-Alt Testing Booklets. These will be accessible by password only. System test coordinators will receive the passwords in a memo from Measured Progress.
Week of February 5, 2007	CRT	<p>System test coordinators will receive pretest materials from Measured Progress. The shipment will include:</p> <ul style="list-style-type: none"> • <i>2007 CRT Test Coordinators Manual</i> • Training CD <p>The following materials will be posted online</p> <ul style="list-style-type: none"> • <i>2007 CRT Test Coordinators Manual</i> • <i>2007 Test Administrator Guides</i>
Week of February 5, 2007	CRT and CRT-Alternate	<p>System test coordinators will receive pretest training materials from the Office of Public Instruction. This shipment will include:</p> <ul style="list-style-type: none"> • <i>2007 OPI Guidelines and Procedures for Test Security</i> <ul style="list-style-type: none"> ○ One for the system test coordinator and 1 for each school • Test security documents <ul style="list-style-type: none"> ○ Nondisclosure agreement forms for test coordinators and administrators <ul style="list-style-type: none"> ▪ One for the system test coordinator and 1 master for each school ○ Nondisclosure and administrative agreement forms for school principals <ul style="list-style-type: none"> ▪ One for each school principal (or authorized representative) • CD with PowerPoints for training on test security and accommodations with two PowerPoint versions for each topic <ul style="list-style-type: none"> ○ Version 1: Color with audio and notes ○ Version 2: Black and white with notes—no audio • <i>2007 OPI Guidelines and Procedures for CRT Accommodations</i>

February 20-23, 2007	CRT and CRT-Alternate	<p>System test coordinators will receive test materials. The shipment will include:</p> <ul style="list-style-type: none"> • CRT Student Response Booklets • CRT Test Booklets • Test Administrator Manuals • Barcode labels • Class identification sheets • CRT-Alternate Individual Student Kits for each student in a clear plastic bag. Included in the bag are: <ul style="list-style-type: none"> ○ Student Response Booklets ○ Yellow Training Questionnaire ○ White plastic envelope for return of CRT-Alternate testing materials
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Barcode Labels and Coding for the 2007 CRT and the CRT-Alternate

Several categories of schools participate in the CRT and CRT-Alternate. They include

- Public Schools
- Treatment Centers that are under contract with the Office of Public Instruction
- Private Accredited Schools
- Private Non-accredited Schools
- Schools that test students who are not enrolled such as home school students

Each category listed above has a unique method of obtaining barcode labels and/or coding the Student Response Booklet (SRB) for the CRT and the CRT-Alt. A table with a row for each school type is online <http://www.opi.mt.gov/pdf/assessment/07BarCodes.pdf>

Information on barcode labels and coding for public schools is included in the table; however, further important information for **public schools** is below.

- In previous years, each school has been required to submit a file of demographic information to Measured Progress, the state's testing contractor for the CRT, to obtain barcode labels for the CRT and CRT-Alt.
- For the first time, OPI is using the AIM system for the registration of **public school students** for the CRT and CRT-Alt. For the 2006-2007 school year, OPI will submit this data directly to Measured Progress from the AIM system. Measured Progress will generate barcode labels from this data and ship them to school systems. This data transfer from OPI replaces the requirement that districts submit files to Measured Progress. It also eliminates the need for districts to verify demographic data before and after testing.
- In the past, when schools registered students for the statewide student assessment via the Measured Progress website, the schools included the teacher's name for each student. When Measured Progress mailed the barcode labels, they were sorted by teacher. For spring 2007, they will not be sorted by teacher.



- The AIM system does not collect the teacher's name at the time of registration (i.e. December). The barcode labels for spring 2007 will be sorted by school and grade and then in alphabetical order for students. The teacher's name will not be included. Large districts with multiple sections of a grade in one school will need to organize the barcode labels by teacher or course section, and this may require extra time. After testing, all schools should organize the used Student Response Booklets (SRBs) behind Class Identification (ID) Sheets. The class roster will be created based on the manner in which the used SRBs are returned with the Class Identification Sheets.



CRT and CRT-Alternate Science Test

The first administration of the CRT and CRT-Alternate Science Tests in grades 4, 8, and 10 will be in the Spring of 2008.

The CRT Science test will be field tested in grades 4, 8, and 10 during the Spring 2007 CRT reading and math administration. All schools participating in the CRT will administer the Science field test. For each grade, there will be two 45-50 Science sessions, approximately a total of 100 minutes per grade.



CAUTION: Test security of science and all field test items is essential to reliable and valid results. As with all field test items (including embedded reading and math items) these science test items are secure and should not be read by test coordinators or administrators (unless as an accommodation as necessary for administration), discussed, copied, or shared. Science test samples will be released in advance of the Spring 2008 administration, and the science test specifications are online.

<http://www.opi.mt.gov/pdf/assessment/ScienceTestSpecs.pdf>

Montana educators are participating in the development of the Science CRT-Alternate. Beta testing of the Science CRT-Alternate is scheduled for the Fall of 2007.

Test Security

In 2006, the Office of Public Instruction published and distributed *OPI Guidelines and Procedures for Test Security*. Included in those *Guidelines* was a form for reporting testing irregularities. This form can be used for reporting testing irregularities for the NRT, the CRT, and the CRT-Alt.

With advice from its Technical Advisory Committee (TAC), OPI has reviewed and expanded test security guidelines and requirements for the CRT and CRT-Alt. They include:

- *2007 OPI Guidelines and Procedures for Test Security*
 - This updated version replaces the 2005-2006 version and will be online. When the version is online, the link will be emailed to System Test Coordinators.
- Two agreement forms: All personnel involved with CRT or CRT-Alternate testing materials and/or test administration need to provide documentation of training and an agreement of Nondisclosure. Both forms will be online. When the forms are online, the links will be emailed to System Test Coordinators.

**GUIDELINES AND PROCEDURES
FOR TEST SECURITY**

2006-2007

- Form 1: **Nondisclosure agreements** for each test coordinator and test administrator are required to be signed and submitted to the school principal prior to testing. The school principals will keep their school copies on file. The system superintendent will keep the system test coordinator's signed agreement on file.
- Form 2: **Nondisclosure and test administration agreements** for each school principal (or authorized representative) are required to be signed and returned to Measured Progress after testing with completed Student Response Booklets for the school. Principals forms have a barcode label for their school attached. Measured Progress will scan the barcode label to acknowledge receipt of the form.

During the week of February 5, system test coordinators will receive test security materials from the Office of Public Instruction. The packages will include the following:



- **For the System Test Coordinator**
 - One Nondisclosure agreement to be signed and kept on file with the system superintendent
 - One copy of the *2007 OPI Guidelines and Procedures for Test Security*
 - Test Security Training CD. PowerPoint presentations will be on the CD and also will be posted online. When the PowerPoint presentations are online, the links will be emailed to System Test Coordinators.
- **For Principals (or the authorized representative)—one per school**
 - One copy of the *2007 OPI Guidelines and Procedures for Test Security*
 - One master Nondisclosure agreement to be copied for all test coordinators and test administrators in the school. Each school test coordinator and test administrator needs to sign an individual form prior to testing and submit it to the school principal to place on file.
 - One Nondisclosure and administration agreement for the school principal (or authorized representative). This two sided card-stock form requires a signature on both sides. It has a bar code label attached to it. The form should be returned to Measured Progress with the school's used Student Response Booklets after testing.

Accommodations for the CRT

To clarify accommodations' use and practice, the Office of Public Instruction has developed the *2007 OPI Guidelines and Procedures for Accommodations on the CRT*. The *Guidelines* will be included in the test security mailing from OPI the week of February 5. A PowerPoint presentation will be included on the CD that also contains the test security PowerPoint. The Accommodations Guidelines and Accommodations PowerPoint presentation will also be placed online. When they are online, the links will be emailed to System Test Coordinators.



CRT-Alternate Interrater Reliability Study

In consultation with Dr. Stanley Rabinowitz, a consultant made available to the Montana Office of Public Instruction by the U.S. Department of Education in conjunction with the state's NCLB Assessment System Review, and Gail McGregor of the University of Montana, a comprehensive plan has been developed to provide *evidence* and a *measure* of the interrater reliability of the CRT-Alternate. The plan includes training, observation, and data analysis.

❖ **Training**

Each CRT-Alternate test administrator will

- receive a training CD that will contain a PowerPoint presentation and a link to a list of questions following the training. Please encourage all Test Administrators to review the CD and complete the training evaluation questions.
- receive a test administration implementation checklist as a self check.
- bubble on the Student Response Booklet (SRB) answers to questions regarding training.

❖ **Observation and independent scoring**

- Some CRT-Alternate test administrators will be asked to participate in an observation by an external educator/evaluator when at least a segment of the test is administered. The purpose of the observation is to examine the effectiveness of the training and instructions, not the test administrator.
- This educator/evaluator will independently score the student's response to a series of the test items and will observe to see if the test administration follows the implementation procedures outlined in the Test Booklet and summarized on a Test Implementation Checklist.
- The teachers will be chosen at random, and Karen Crogan of OPI will facilitate the scheduling.

❖ **Analysis and reporting of the evidence will occur after the test window has closed.**

CRT-Modified

The data from the September 2006 pilot test of the CRT-Modified are currently being analyzed. We expect a report on the feasibility of a CRT-Modified in the summer of 2007 and will keep you updated.

Dates to Save--More Opportunities to Participate in CRT Test Development

Test development of the CRT is continuous since items are field tested during each administration. The following test development activities are planned in Helena. Please encourage educators to participate. Mileage, lodging, meals, substitute reimbursement (or honoraria in the summer), and renewal units are provided.



✚ May 7 -9, 2007

- Content and bias review of reading and math items for the 2008 CRT in grades 3-8 and 10
- Content and bias review of science items for the 2008 CRT in grades 4, 8, and 10

✚ July 24-25, 2007,

- Final item review of reading and math items for the 2008 CRT in grades 3-8 and 10
- Final item review of science items for the 2008 CRT in grades 4, 8, and 10

Participation forms are online.

<http://www.opi.mt.gov/PDF/Assessment/Forms/06AppParticipate.pdf>

Please fax the completed form to Karen Crogan or Judy Snow at 406-444-1373.

Please indicate on the form if you are applying for the item/bias reviews in May or the final item review in July.

Math Reference Sheets for the 2006 CRT are Online



<http://www.opi.mt.gov/Assessment/Phase2.html#RI06>

New math reference sheets for the 2007 CRT will be included with testing materials.

Other Assessment Information

English Language Proficiency Assessment (ELP)

- ✚ Standard setting for the ELP is planned for February 28 – March 2, 2007 in Helena. Montana educators will study the results of the ELP and recommend the cut scores for proficiency levels. At this time, not enough educators have volunteered to participate in standard setting which must be completed before scores can be calculated and results reported.
- ✚ We still need 40 Montana educators including teachers of students with limited English proficiency (LEP) and other grade level teachers to participate in standard setting. Please encourage educators in your system and school to consider participation.
- ✚ Participation forms are online. Please indicate on the form that you wish to participate in the ELP standard setting. The registration deadline is January 31, 2007. If we do not have enough participants by that time, we will consider rescheduling. Rescheduling will delay the results.
<http://www.opi.mt.gov/PDF/Assessment/Forms/06AppParticipate.pdf>
- ✚ Please fax the form to Karen Richem or Judy Snow at 406-444-1373.



NAEP

The NAEP testing cycle is rolling along. Assessment Coordinators are busy making Pre-Assessment Visits (PAVs) to each of their schools to finalize logistics, update enrollment lists, and finish up on the seemingly endless paperwork so vital in making sure the data collection goes smoothly. Testing will take place between January 22 and March 2, 2007.

Mike Chapman

NAEP State Coordinator

mchapman@mt.gov or 406 444 -3450

OPI Assessment Contact Information

- ✚ Karen Crogan, Assessment Assistant, kcrogan@mt.gov, 406-444-4431.
- ✚ Karen Richem, Assessment Specialist, krichem@mt.gov, 406-444-2410 (number will change to 406-444-0748)
- ✚ Judy Snow, State Assessment Director, jsnow@mt.gov, 406-444-3656

